

The Indiana Department of Correction

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New Employee Orientation: Introduction

Welcome to the Indiana Department of Correction

On behalf of the Division of Staff Development and Training, we would like to take this opportunity to welcome you to the Indiana Department of Correction. We are excited about having you on our team and look forward to providing you with the knowledge and skills needed to be successful in your career with the department. This phase one New Employee Orientation that you are getting ready to complete is just the beginning of your training. In the upcoming weeks and months, you will have the opportunity to attend our Preservice Academy or Parole Preservice Training, receive skill based training, and participate in specialized on-the-job training.

Explanation of New Employee Orientation

New employee orientation provides information on the Indiana Department of Correction's policies, procedures, and benefits. To better serve you, we have developed two phases of New Employee Orientation. Phase one is the computer based program you are currently viewing. Phase two includes two days of classroom based training at your facility, parole district, or division.

Phase One Guidelines

- Employees must complete this phase of orientation prior to their first day of work.
- Phase One can be completed by either using the disc provided by your Human Resources staff or by viewing the materials on the Indiana Department of Correction website: <http://www.in.gov/indcorrection>.

Phase One Guidelines

Modules should be completed in the following order:

- Vision and Mission Statements
- Organizational Structure
- Public and Media Relations
- Ethics and Standards of Conduct
- Grooming Standards
- Non-Uniformed Dress Code
- Uniformed Dress Code
- Trafficking
- Preventing Sexual Harassment
- Cultural Diversity
- Universal Precautions
- Hazardous Materials
- Family and Medical Leave Act
- Benefits
- Performance Management

Phase One Guidelines

At the end of each section, you will see an action button (). In order to proceed to the next module, click on the action button.

Note: If have to complete the orientation in segments, you do not have to start at the beginning. Simply click on the module you were in the process of working on to start where you left off.

Phase One Guidelines

Each facility/division has a training coordinator who is responsible for overseeing and implementing training. Any questions regarding the material should be directed to your facility/division training coordinator. Call the facility's/division's switchboard to be put in touch with your training coordinator.

Phase One Guidelines

During phase two orientation (conducted at your facility/division), you will take a test over the materials covered in both phases of New Employee Orientation. This will be a fifty question multiple choice test. A passing score of at least seventy percent (70%) is required in order to attend the Preservice Academy.

We would like to congratulate you for becoming a member of the Indiana Department of Correction's team. We wish you the best of luck and look forward to working with you throughout the course of your career.

Division of Staff Development and Training

Please proceed to your first training module
by clicking on the action button below.

